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**Sent:** Wed 3/16/2011 9:43:54 PM  
**Subject:** \*\*PLP--14 Qs

Hi,

So, I took the Hough version and put it back into Quickr and then provided my edits. I would suggest that the next reviewer go in and provide edits/comments to that document. Let me know if anyone is having difficulty - I am open to one-on-one sessions to get you up to speed on using the tool.

Some reminders: If you see a lock, hover over it with your mouse to see who is working on the doc. You can check back later to see if its free, or use IM or the telephone to see when they will be done.

Remember to refresh your browser (green arrows forming a circle) to see if the person working on the document is done (lock will disappear).

Use the blue "carrot" to click on Check Out and Edit to pull up the screen with the document.

Double click on the Word Document Icon and then go ahead and perform your review (using track changes and commenting features).

Once you are done. Please save then exit from Word.

You will need to then Check In the document.

Note: if for some reason you get distracted or receive a call, please, save, exit Word and Check Out so someone else can get in.

Thanks

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